

Brescia University College Students' Council
Attendance and Demerit Points Policy

EFFECTIVE: November 2017

SUPERSEDES: N/A

AUTHORITY: Council
2020

RATIFIED BY: Council as of

RELATED DOCUMENTS: By-Law 1, Ordinary and Resource Member Terms of Reference, Governance Terms of Reference

Page 1 of 4

PREAMBLE

Brescia University College Students' Council (BUCSC) functions most effectively when all of its members comply with the attendance policy. Being a representative of the student body, it is vital that all of our members attend every general meeting in order to most accurately reflect the diversity, complexity, and vibrancy of our community. As well, members are expected to attend the specified monthly mandatory events to not only support member's events, but to encourage attendance of the BUC general community. However, the BUCSC understands that flexibility and understanding are essential characteristics for both the students and its members. And, as such, adheres to an attendance policy that encourages active participation while recognizing the density of student life and supporting those who are legitimately unable to participate.

1. SCOPE

1.01 This policy shall define all procedures regarding BUCSC resource members and ordinary members attendance at General Meetings, and Officer Hours as well as their participation in events and initiatives;

1.02 This policy applies to all resource members and ordinary members of the BUCSC.

2. ADMINISTRATION

2.01 The Governance Officer shall administer and enforce this Policy.

2.02 The Governance Officer will maintain an updated list of Points accumulated by each resource member and ordinary member:

- a. This list will be sent to the Executive Council no later than the end of the first week of each month excluding the summer months;
- b. The list shall be provided to a resource or ordinary member upon request.

3. REGRETS AND PROXY FORMS

3.01 Regrets and Proxy Forms must be submitted to the Governance Officer, as well as the Speaker of Council **twenty-four (24)** hours prior to any meeting if the resource member or ordinary member is unable to attend the meeting.

- a. For those resource members and ordinary members who have a portfolio holder, the portfolio holder must also be notified of the regret.

3.02 Regrets must be submitted to the Governance Officer, as well as the Speaker of Council twenty-four (24) hours prior to any meeting at which they will not be present for the full duration.

- a. For those resource members and ordinary members who have a portfolio holder, the portfolio holder must also be notified of the regret.
- b. The BUCSC understands that sudden emergencies or illnesses may happen from time to time and recognizes that a twenty-four (24) hour notification may not be possible.

3.03 Regrets must include a brief explanation about the reason of the absence.

3.04 The Governance Officer as well as members of the Executive Council may ask for further evidence to verify the member's explanation.

- a. All regrets are to be approved by the Governance Officer and Speaker of Council, in consultation with and as needed, the Executive Council.

3.05 The Governance Officer will give the appropriate demerit points.

3.06 The-Executive Council shall be able to review all decisions regarding regrets and have the power to overturn any decision regarding regrets made by the Governance Officer and Speaker of Council. Legitimate regrets include, but are not limited to:

- a. Class or exam schedule conflict; and,
- b. Medical, family, or personal emergencies.

3.07 Unacceptable regrets include, but are not limited to: schoolwork or work

3.08 If, in the case of extenuating circumstances, and if a Member is able, arrangements can be made with the Speaker of Council and/or Governance Officer for the Member to call in no later than twenty-four (24) hours prior to the meeting.

4. POINT SYSTEM

4.01 Missing a meeting

- a. Missing a meeting (two (2) roll calls) without submitting regrets, if the regrets are rejected or a proxy is not in place shall result in one and a half (1.5) demerit points.
- b. Missing a meeting (two (2) roll calls) with approved regrets shall result in three-quarters (0.75) of a demerit point.
- c. Missing a meeting (two (2) roll calls) with a proxy in attendance shall result in (0.75) demerit points

4.02 Missing a roll call

- a. Demerit points for missing a roll call only occur if the member misses one (1) of two (2) roll calls.
 - i. In the event of the member missing two (2) roll calls, demerit points will be given as outlined in 4.1
- b. Missing a roll call without submitting regrets, having those regrets rejected or not having a proxy in place shall result in three-quarters (0.75) of a demerit point.
- c. Missing a roll call for a meeting with approved regrets shall result in a quarter (0.25) of a demerit point.
- d. Missing a roll call for a member with a proxy in attendance shall result in (0.25) of a demerit point.

4.03 Missing the BUCSC Summer Training Weekend or the scheduled BOOM Day will result in a half (0.5) demerit point with regrets.

- a. Without regrets will result in one (1.0) demerit point
- b. No points will be given to a council member who lives out of the Country or at a distance that requires a significant financial commitment, such as flight costs.

4.04 Not submitting a mid-year by the appropriate deadline will result in two (2) demerit points.

- a. If extenuating circumstances occur, a new deadline will be given by the President.

4.05 Failure of Representatives to plan at least one initiative per semester shall result in four (4) demerit points.

4.06 Failure to plan the stipulated initiatives in the Ordinary and Resource Member Terms of Reference shall result in two (2) demerit points per initiative.

5. ATTENDANCE PROCEDURE

5.01 Council members who have accrued three (3) demerit points shall receive a warning issued in writing by the Governance Officer with the portfolio holder and/or President notified.

5.02 Council members who have accrued four (4.5) demerit points shall receive a warning issued in a verbal manner by their portfolio holder.

- a. Following the second warning, the member in question may elect to meet with the Executive Council and discuss the situation.

5.03 Council members who have accrued five (5) demerit points will be contacted by the President and required to attend the next executive meeting to discuss their position.

5.04 Council members who have accrued six (6) demerit points shall be automatically suspended from council.

- a. During the council meeting immediately following the suspension the member in question shall be brought before council.
- b. Subject to a two-thirds vote by council, the member in question may be removed from council or reinstated.

5.05 Council members who have accrued seven (7) demerit points shall not be able to attend the end of the year BUCSC Inaugural.

5.06 Should a member be reinstated, they are subject to strict attendance requirements. Should they be awarded one and a half (1.5) more demerit points, they shall automatically be suspended and must repeat the procedure outlined in section 5.4.

5.07 Should a member be removed from council for violations of this policy, they are prohibited from holding a position on council for the remainder of the year in which they were suspended.

- a. Any decision made by the BUCSC to remove a member is considered final.

6. PROCEDURAL AUTHORITY

6.01 Further procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Executive Council.

- a. The scope of such procedures is limited to the scope of this policy.
- b. In the event of any conflict, this policy supersedes any documents created under it.
- c. Council must ratify any new procedures and amendments to any existing procedures before taking effect.